

REQUEST FOR PROPOSAL

Addendum # 1



Department Of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-684-1681 TTY RELAY: 711

DATE ISSUED: November 18, 2004

RFP Title:	Property-Based System Replacement Project – Phase One: Risk Exposure Analysis
Requesting Dept./ Div.:	King County Assessments – Administrative Services Division
RFP Number:	163-04RLD
Due Date:	November 23, 2004 - 2:00 P.M.
Buyer:	Roy L. Dodman, roy.dodman@metrokc.gov (206) 263-4266

This addendum is issued to revised the original Request for Proposal, dated October 28, 2004 as follows:

1. The proposal opening date remains the same: Tuesday, November 23, 2004 no later than 2:00 p.m. exactly.

The following information is provided in response to questions received:

Q1: Logistics

1. Please specify the start-date of the project.

A1.1: As soon as contract is signed, hopefully by early December. Duration of the project is 3 months.

2. Does the County intend to provide on-site facilities, systems access and appropriate documentation to the vendor staff during the project duration?

A1.2: The selected vendor will have an introductory meeting with staff from Treasury, Assessments, and ITS to discuss readily available documentation and systems access. The County will provide meeting room space. Please keep in mind that much of the documentation on mainframe programs is not up to date. Individual workspace and access to computers will be the responsibility of the vendor.

(continued on page 2)

TO BE ELIGIBLE FOR AWARD OF A CONTRACT, THIS ADDEMDUM MUST BE SIGNED AND SUBMITTED TO KING COUNTY

Sealed proposals will only be received by:

King County Procurement Services Section, Exchange Building, 8th floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday – Friday

Company Name

Address		City / State / Postal Code
Signature	Authorized Representative/Title	
Email	Phone	Fax

This Request for Proposal – Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

3. Will the County appoint a project sponsor capable of facilitating the needed materials, access, subject matter experts meetings, etc.?

A1.3: The County's designated project manager will be Rich Medved. (No communication with Mr. Medved is allowed prior to contract award.) There will also be a designated project team supporting Mr. Medved with representatives from Treasury, Assessments and ITS.

4. Is the County prepared to provide technical and functional overviews of the system to the vendor to initiate the project?

A1.4: The County can provide overviews of existing systems. As mentioned earlier, current documentation associated with mainframe programs may not be readily available.

5. Will the County share their views of the existing risk factors associated with the current system?

A1.5: Members of the project team will share their views based on interviews/meetings conducted by the vendor.

Q2: Technical

A2: The County is not prepared at this time to answer all of the technical questions (listed under 1 below). These types of questions will be addressed as part of the Scope of Work for the project. Appropriate members of the project team will help answer the questions with the assistance of the vendor. Specifically, the selected vendor will be required to interview designated staff to obtain and document answers. The questions below are restated for informational purposes only.

1. What are the technical platforms where these 400 programs execute?
- If CICS is utilized, how many regions exist?
 - If a DBMS is utilized, please specify the type?
 - Please specify the % of the 400 programs that meet the following size attributes:

Program KLOC	% of 400 Programs
Over 10K lines of code	X %
9 – 5 K lines of code	X %
4-1 K lines of code	X %
Under 1K lines of code	X %

- What percentage of the 400 programs are well documented?
- Is the documentation kept current?
- What types of documentation exist:
 - Program level
 - Systems
 - User
 - Business flow models
 - Logical and physical data models?
- Does the county have historical error metrics for these 400 programs?
 - If yes, how many months of metrics will be available?
 - Will these metrics be available to the vendor for review?
- Does the County have detailed costs for supporting and maintaining these 400 programs?
 - If yes, how many months of metrics will be available?
 - Will these metrics be available to the vendor for review?
- Does the County have detailed costs for enhancing (functional changes) these 400 programs?

- (1) If yes, how many months of metrics will be available?
- (2) Will these metrics be available to the vendor for review?
- (3) What are the typical business drivers behind the typical functional enhancements?

Q3: Environment

1. How large is the team that provides both maintenance/support and enhancements for the current system?

A3.1: The team includes representatives from Treasury, Assessments and ITS. The approximate staffing resources dedicated to various aspects of the system will be addressed by the selected vendor during interviews with the project team.

2. Does the County have a preferred IDE for new application development efforts?

A3.2: No. The County is open to a range of options as highlighted in the RFP.

3. Does the County have a preferred technology platform for new applications?

A3.3: No. See answer to question above.

Q4: County Processes

1. When is the county's Tax Roll initiative?

A4.1: The County Assessor certifies a new tax roll every year in January. Tax bills are sent out in mid-February.

2. What is the County's expectation for completing Phases 1-3?

A4.2: The Phase I—Risk Exposure Analysis should be completed by the first quarter of 2005. The Phase II—Quantifiable Business Case will hopefully begin no later than the second quarter of 2005 and be completed in about 8 to 12 months. The Phase III—System Selection and Conversion will take place in 2007 and may carryover into early 2008.

3. After the completion of Phase-1, when will the County publish the RFP for Phase-2?

A4.3: In early 2005.

4. Does the County plan on developing and RFP for Phase-3?

A4.4: Yes.

5. What are the County's expectations for the first two high level meetings with the sponsoring departments?

A4.5: To provide the vendor with an overview of the County's property based systems, to discuss issues involving system risks, and to assist the vendor in clarifying the scope of work for the project.

Q5: I understand that Phase One of the project is a risk assessment, and that a separate RFP will be distributed for the Phase Two business case. I have two questions:

- a. Will there also be a separate RFP for the Phase Three system selection or will that be included with the Phase Two RFP?

A5.a: Yes, King County will be issuing a third RFP encompassing system selection that will be separate from Phase II.

- b. Are we precluded from bidding on subsequent phase RFPs if we were to be selected for Phase One work?

A5.a: No, anyone bidding on (or being awarded) Phase I will still be eligible for Phase II.